

## CONTRACT ADMINISTRATION/CLOSEOUT

Required documentation/Action	Yes	No	N/A	Comments
Is post-award orientation used and documented, as appropriate? (FAR 42.503.2)				
Is the awarding office maintaining periodic liaison with the program's technical personnel and other appropriate offices to monitor contractor performance? (FAR 42.3)				
Is contractor performance being periodically evaluated and documented? Is remedial action taken where appropriate?				
Are the actions taken by the CO and support staff relating to the performance of the contractor being properly documented?				
Are Small Business Subcontracting Plans being properly monitored by the CO?				
Are timely corrective actions being taken to ensure subcontracting goals are being met? (FAR 19.705, 19.706, and 19.708)				
Are SF-294s submitted as required for those contracts which contain the Small Disadvantaged Business Subcontracting Plan clause?				
Are required reports being completed properly and submitted in a timely manner?				
Are management and progress reports being required, received, and utilized to ensure that the deliverables are received in accordance with the quality, schedule, and estimated cost or price provisions of the contract?				
Is accountability of Government-furnished property adequate during performance? Are progress reports received? (FAR 45.5)				
Are disposition instructions of Government-furnished property provided the contractor at contract completion? (FAR 45.6)				
Does the fee determination plans properly reflect the award fee arrangements? Are fees awarded reflective of the written evaluations?				
Are indirect cost rates negotiated with contractors assigned to the contracting activity using the cross-servicing arrangement concept? (FAR 42.101 and 42.7)				
Are requests for cognizant audit support prepared and submitted in a timely manner when audit verification of performance is required? (FAR 42.2)				
Are interim audits of long-term cost contracts requested in a timely manner?				
Are timely actions taken to settle audit recommendations concerning (a) overhead (FAR 15.809); (b) allowability of claimed costs (FAR 33.211); and (c) potential defective pricing adjustments? (FAR 15.804-7, 15.805-5, and 42.705)				
Does a system exist for inspection and acceptance of end items and is it used? (FAR 46.2)				
Are follow-up actions initiated on late deliveries and poor performance?				
Are protests processed in a timely manner? (FAR 33.2)				
If a protest arose under the solicitation or contract, did the CO coordinate handling of the protest with counsel? Were final decisions issued and in a timely manner? (FAR 33.211)				

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If there was any contractor indebtedness to the Government, was it collected promptly? Were there any administrative offsets against other contractor accounts? (FAR 32.6, 31 C.F.R. 390.5, and 31 U.S.C. 3701, 3711 and 3716)				
If advance payments were authorized, were D&Fs in the format shown at FAR 32.410 and signed by the HCA? (FAR 32.402(e))				
Did the contractors' applications for advance payments contain all the information shown in FAR 32.408?				
If advance payments are approved, do the files contain copies of the agreement shown at FAR 32.411 for any required special bank account? (FAR 32.409-3)				
If the contractor assigned payments to a financial institution, was there an executed copy of the Notice of Assignment and a copy of the Assignment in the contract file? Was the action processed expeditiously? (FAR 32.8)				
When the contracts allow customary progress payments (80 percent, or 85 percent for small business) based on costs, were the criteria for progress payments met? (FAR 32.502-1) Is Standard Form 1443 used by the contractor to request progress payments? (FAR 32.503-1)				
Were any unusual progress payments approved by the HCA and the finance office? (FAR 35.501-2 and 32.502-2)				
Are progress payments based on a percentage of completion for construction, alteration, and repair as authorized by FAR 32.103?				
For service contracts, does the CO make the required determination for progress payments based on a percentage of completion; for other contracts was the determination made by the HCA? (FAR 32.102(e)(2))				
When mistakes in bid/proposal are alleged after award, are they processed in accordance with FAR 14.406-4 and 15.1005?				
Are liquidated damages assessed when applicable? Are actions taken to mitigate damages to the contractor? (FAR 11.5)				
When contract options are exercised, is the file documented to show that exercising the option versus a new procurement action is to the advantage of the Government? (FAR 17.207)				
When there are novations or change of name agreements, are they processed in accordance with FAR 42.12? Are they reviewed by legal counsel? (FAR 42.1203(d))				
When engineering change proposals are received, are they given a timely evaluation? (FAR Part 48)				
When value engineering change proposals are received, are they accepted/rejected within 45 days from receipt? (FAR Part 48)				
For contracts where the annual cost exceeds \$500,000 are audits of the contracts' cost records and changes being requested for each year of performance?				
Are advance payments utilized only in appropriate circumstances? (FAR 32.4)				

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Are advance payments and actual expenditures reconciled by the Government? (FAR 32.4)				
Are vouchers reviewed and approved prior to payment? (FAR 32.5)				
Are prompt payments made? Are interest payments due to late payments avoided? (Prompt Payment Act)				
Are all terms of contract performance satisfied before final payments are made?				
Is a voucher log kept by the CO to facilitate proper payment?				
When contracts are terminated for default, do the files contain a determination and a memorandum of circumstance signed by the CO?				
Are all the criteria and alternatives to default termination considered? (FAR 49.101(b) and 49.402-3 and 4) Is the concurrence of General Counsel obtained? (FAR 49.402-3(a))				
If in default, but the requirement no longer exists, and there have been no damages to the Government, are no-cost termination settlements executed? (FAR 49.402-4(c))				
Are the termination notices properly prepared? (FAR 49.102) Are copies sent to each assignee, guarantor, or surety?				
When a contractor is in default of contract for failure to make timely delivery, is a "show cause" letter issued and a copy sent to the surety, if any? (FAR 49.402-3(e) and 49.607) If a new date is negotiated, is consideration received for the extension?				
Are termination settlement agreements approved at the appropriate level?				
When contractors fail to make progress or comply with some other contractual provision, are "cure notices" sent? (FAR 49.402-3(d) and 49.607)				
When "show cause" letters or "cure" notices are issued to small business firms, are copies sent to the SBA regional office nearest the contractor? (FAR 49.402-3(e)(4))				
Is there a system or procedure established to identify physically completed instruments?				
Is there a systematic means to ensure the timely close-out of physically completed instruments? (FAR 4.804)				
Are quick close-out procedures implemented against appropriate instruments? (FAR 42.708)				
Are all terms of contract performance satisfied prior to closeout?				
Are notices of final payment received from the finance office before contracts are closed out?				
Are cost contracts monitored to ensure timely request for final audit and closeout?				
<b>CONTRACT MODIFICATIONS</b>				

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Are certifications of funds availability to cover estimated cost or price increases obtained before new or changed work is authorized? (FAR 43.105)				
Are change orders clearly within the contract's scope of work and are they definitized via bilateral agreement and in a timely manner? (FAR 43.2)				
Are modifications to increase the scope of work adequately supported, including the following areas? a. Justification for other than full and open competition (FAR 6.302, 6.303-2) b. Statement of work (FAR 10.002) c. Appropriate Determination and Findings d. Synopses (FAR 5.2 and 5.3)				
Are actions taken, as appropriate, for modifications which increase contract cost, including the following? a. Price/cost analysis (FAR 15.8) b. Technical evaluation (FAR 15.805-4) c. Pre-negotiation plan (FAR 15.808) d. Contracting Officer's Representative				
Are modifications and change orders appropriately reviewed prior to execution?				
Are modifications and change orders issued on Standard Form 30? (FAR 43.3)				
When a contract includes options, do option provisions meet the definition at FAR 17.201, i.e., a unilateral right in contract by which, for a specified time, and at a guaranteed price, the Government may elect to purchase additional supplies or services called for by the contract, or may elect to extend the term of the contract?				
Does the file justify the inclusion of option provisions as being in the best interest of the Government? (FAR 17.205)				
Are option quantities or periods clearly stated? (FAR 17.204 and 52.217)				
Was the evaluation of option quantities approved at a level above the CO before the solicitation was issued? (FAR 17.206)				
Were the option periods and/or quantities included in the CBD synopsis for the basic year's requirements? (If not, the option must be synopsized)(FAR 17.206(c)(4))				
Is the proper authority cited on the standard form? (FAR 43.1)				
Do modifications and change orders clearly describe the revision to the contract? (FAR 43.2 and 3)				
Are properly executed IPDS forms prepared?				